

# Attendees LiveMeeting Functionality Guide



**10/26/2010**

**NEVADA DEPARTMENT OF EDUCATION**

**LIVEMEETING CLIENT**

# Course Contents

2

- Overview: LiveMeeting Client
- Section 1: Attendees Guide
  - Lesson 1: Join LiveMeeting
  - Lesson 2: Use the collaborative content features
  - Lesson 3: How to use the meeting controls

# Overview

3

This document describes how Presenters and Attendees can use LiveMeeting to turn web meetings into interactive meetings once the LiveMeeting Client has been installed. (Please see training slide: NDE LiveMeeting Set-Up for External Customers for LiveMeeting Client installation help.)

This document will also provide information on how to do the following:

- Configure and connect the audio and video features available in a LiveMeeting. (i.e. computer audio, telephone conference audio and webcam.)
- Use the collaborative content features of LiveMeeting.
- Use Meeting Control features for handouts and notes.

# Overview

4

- LiveMeeting provides collaborative tools that allow real time meeting management, allowing attendees to engage and gather or distribute information , as well as provide feedback.
- The Presenter may utilize different tools in order to share content with LiveMeeting Attendees.
  - Depending on the type of permissions the Presenter grants to the Attendees, will depend on how much interaction the Attendee can actually engage in.
- The Attendee will be able to view items the Presenter has chosen to share. For example: sharing programs, desktop , remote desktop sharing, documents, whiteboard , poll page, text page, web pages or screen shots.

# Lesson 1



**JOIN MEETING & SET UP AUDIO AND VIDEO**

# Voice & Audio

6

- LiveMeeting allows the delivery of two-way audio through the computer. This does not require any telephone connection and is cost-effective. If the computer audio option is available, the Presenter and the Attendees only need speakers and microphones to participate in the meeting.
- A telephone conferencing service may be used as the audio for a LiveMeeting. Attendees will be given the conference information in the event this is the audio option of choice.
  - In the event this type of audio is used, the Attendee would join the meeting and obtain the telephone conferencing service information from the original email invitation.

# Join LiveMeeting

Click the 'Join the Meeting' link located in the email invitation or copy and paste the location link into the Internet Web Browser.

Untitled - Conferencing Request

Conferencing Request Insert Format Text

Calendar Delete Forward Actions Appointment Scheduling Assistant Presenters Audio Permissions Conferencing Meeting Workspace Attendees Show As: Busy Reminder: 15 minutes Recurrence Time Zones Categorize Spelling Proofing

Invitations have not been sent for this meeting.

To: Roxanne Starbuck

Subject:

Location: Live Meeting Rooms...

Start time: Wed 5/5/2010 2:00 PM All day event

End time: Wed 5/5/2010 2:30 PM

Roxanne Starbuck has invited you to attend an online meeting using Microsoft® Office Communications Server.

[Join the meeting](#)

Make sure the Office Live Meeting client is installed before the meeting:

- I am connecting from [inside the DOE network](#)
- I am connecting from [outside the DOE network](#)

**AUDIO INFORMATION**

Telephone Conferencing

Choose one of the following:

- Start the Office Live Meeting client, and then in the Voice & Video pane, click Join Conference. The conferencing service will call you at the number you specify. (Recommended)
- Dial the conferencing service directly, and enter the participant code shown below:

Toll-free: +1-8004254526

Toll: +1-8004254526

Passcode: 123

**TROUBLESHOOTING**

Unable to join the meeting? Start Office Live Meeting and join the meeting with the following information:

Meeting ID: a219cb60da1642869b2d2d9a952e01df

Entry Code: W9Z1mzTFZUc6

Location: [meet:slp:rstarbuck@doe.nv.gov:gruu:opaque=app:conf:focus:id:a219cb60da1642869b2d2d9a952e01df%3Fconf-key=W9Z1mzTFZUc6](mailto:meet:slp:rstarbuck@doe.nv.gov:gruu:opaque=app:conf:focus:id:a219cb60da1642869b2d2d9a952e01df%3Fconf-key=W9Z1mzTFZUc6)

If you still cannot enter the meeting, contact support:

- [Inside the DOE network](#)
- [Outside the DOE network](#)

**NOTICE**

Office Live Meeting can be used to record meetings. By participating in this meeting, you agree that your communications may be monitored or recorded at any time during the meeting.

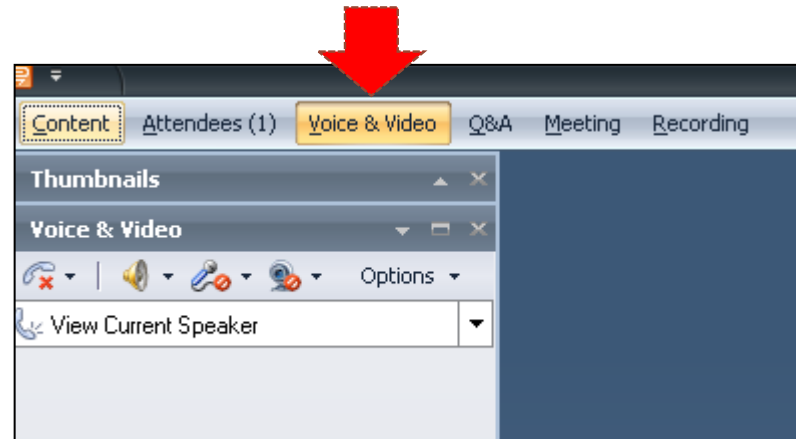
In Shared Folder: Calendar

## LiveMeeting Workspace

The LiveMeeting workspace will be displayed.

In the event the computer is the audio & video of choice, the following steps must be done to set up the audio.

Click on the 'Voice & Video' pane link.



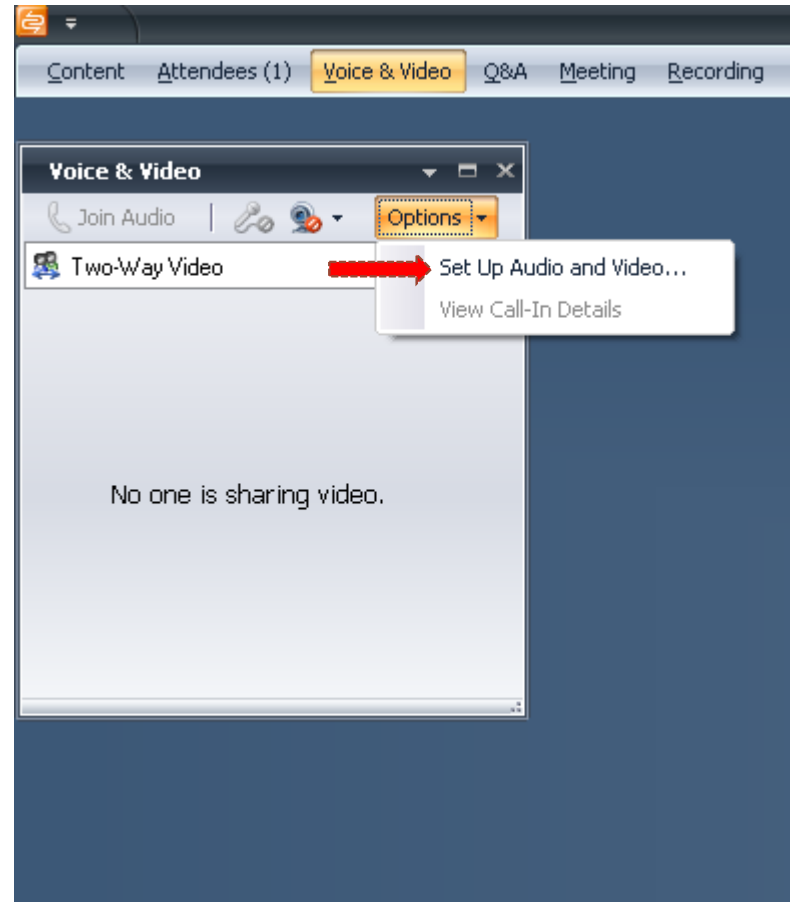
Note : This process may need to be done one time, however, in the event of an audio or video issues, this step may help in the troubleshooting process.



## Computer Audio

Select 'Options' and Click 'Set Up Audio and Video'.

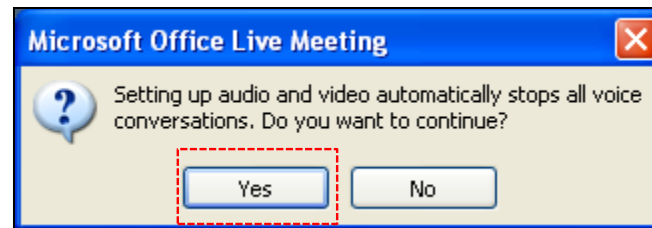
Plug in voice and audio hardware if currently not plugged in.



## Audio & Video Warning Window

Click 'Yes' to continue.

(Note: voice conversations will stop during the set up. When the set up process is complete, the conversation will resume.)

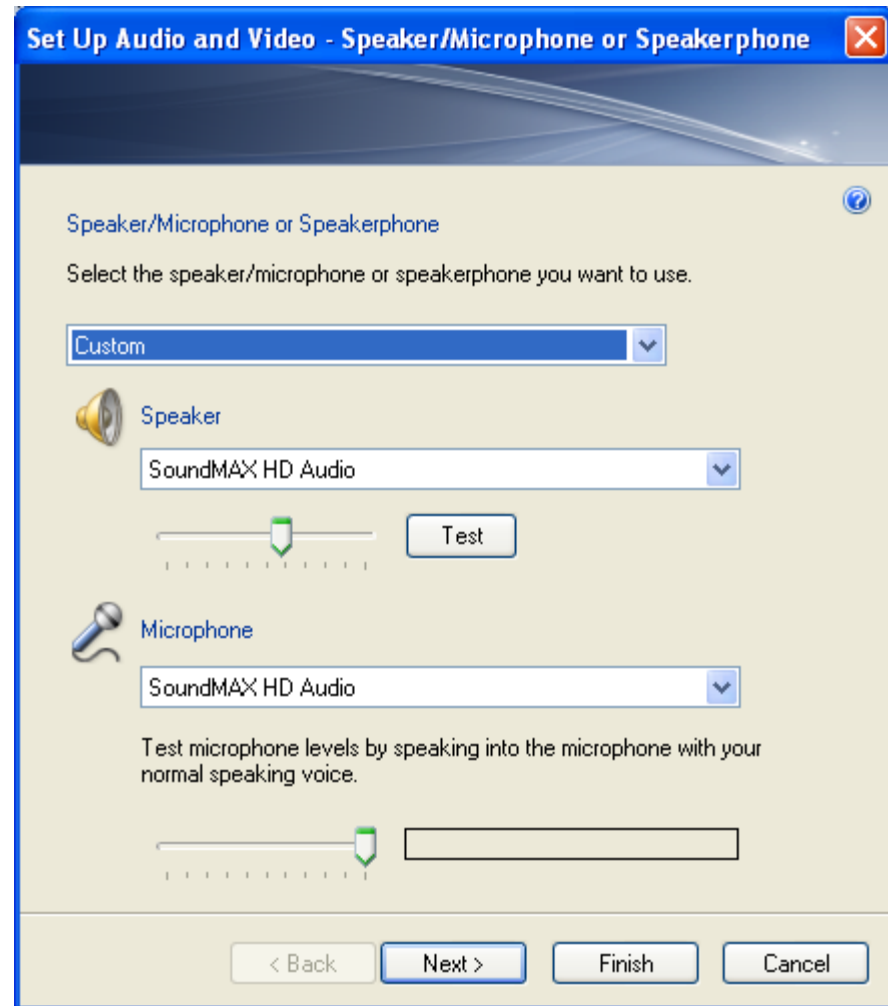


## Set Up Audio and Video

Select the Speakers to be used from the drop down list and test connections.

Select the Microphone to be used from the drop down list and test connections.

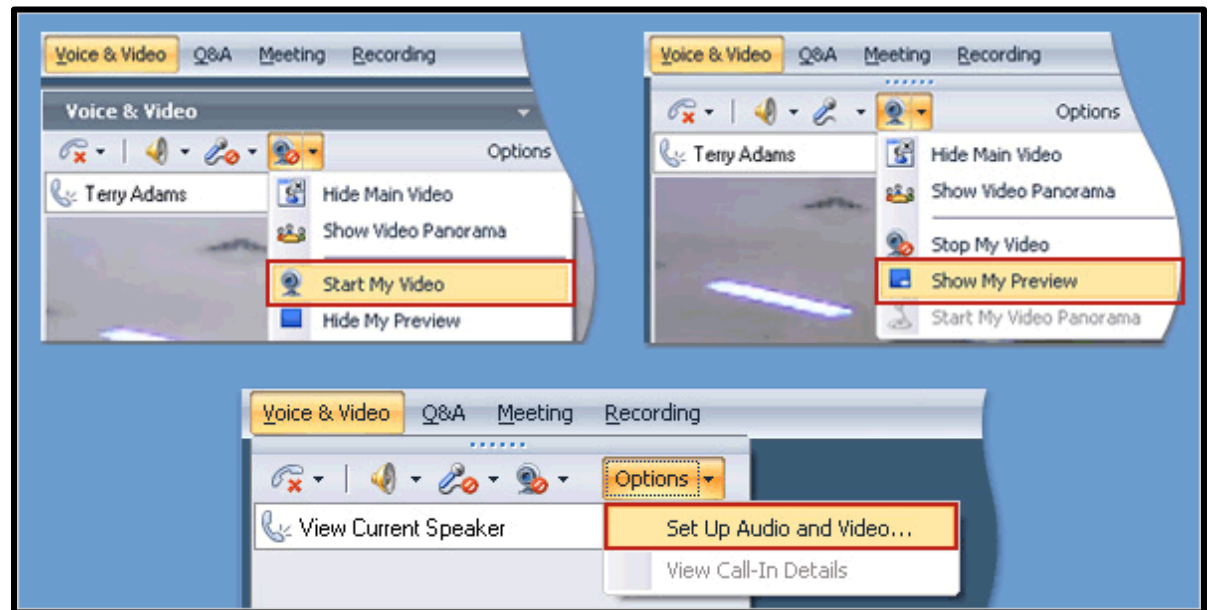
Click 'Next' to select the Webcam to be used or select Finish.



## Webcam

If installing a webcam for the first time, follow the instructions provided with the webcam.

LiveMeeting will automatically start the video upon joining the meeting.



LiveMeeting allows the use of a webcam to view Presenters and Attendees in real time.

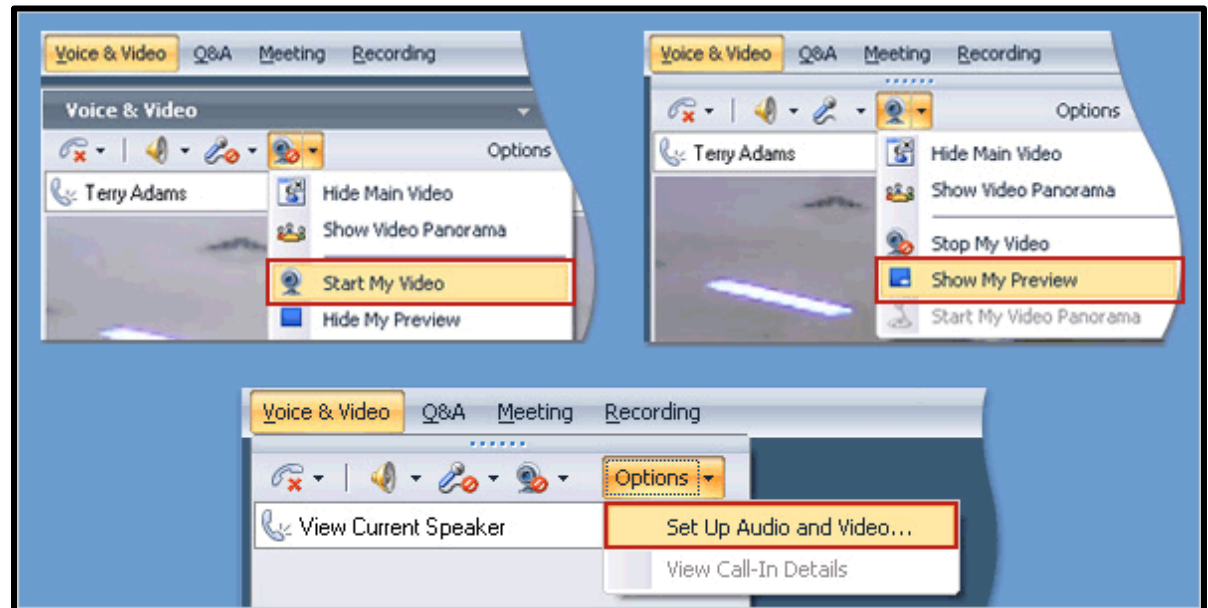
## Webcam

In the event the Webcam does not start automatically follow the steps below:

Click the 'Webcam' icon.

Select 'Start My Video'.

Select 'Show My Preview'.



# Lesson 2



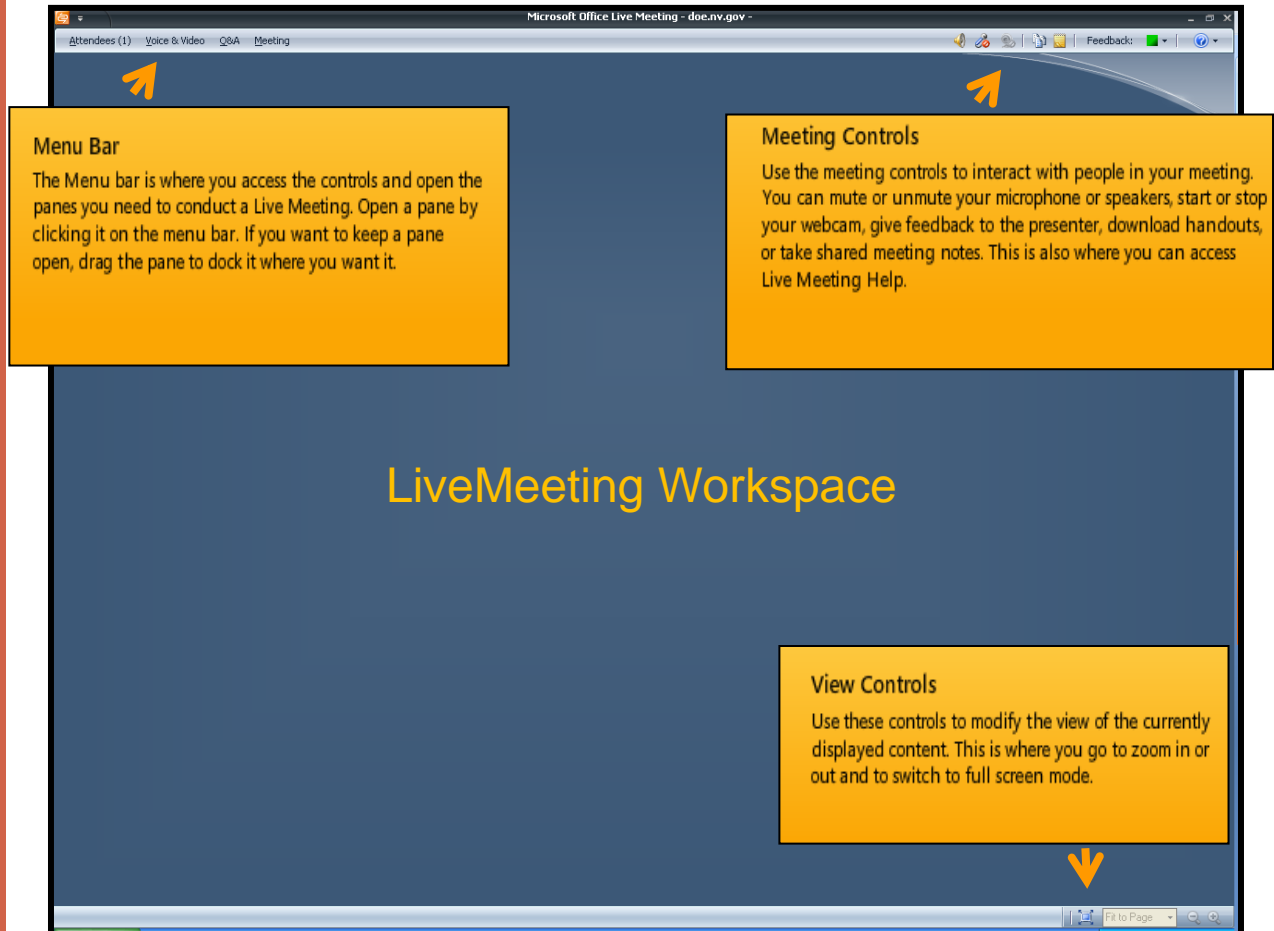
## COLLABORATIVE TOOLS

# LiveMeeting Workspace

**Menu Bar-** Depending on the permissions that have been set by the Presenter, this menu bar may change from time to time.

**Meeting Controls-** allow Attendees to interact.

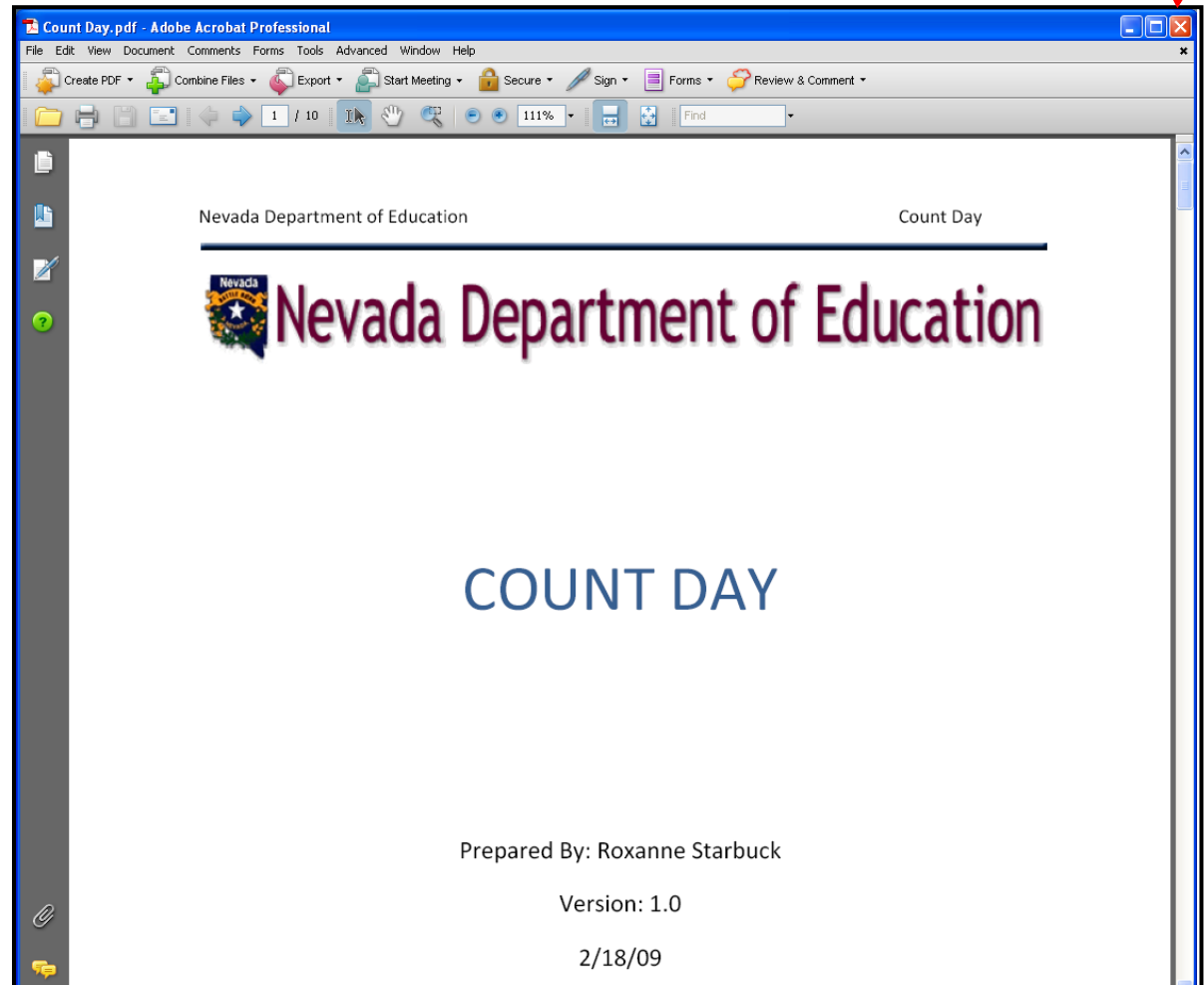
**View Controls-** modify view of displayed content.



## View Displayed Content

An Attendee will be able to view all items the Presenter has chosen to share from their computer; a document, a website, or even their desktop.

An Attendee cannot alter the items they have the ability to view unless permission has been granted by the Presenter.

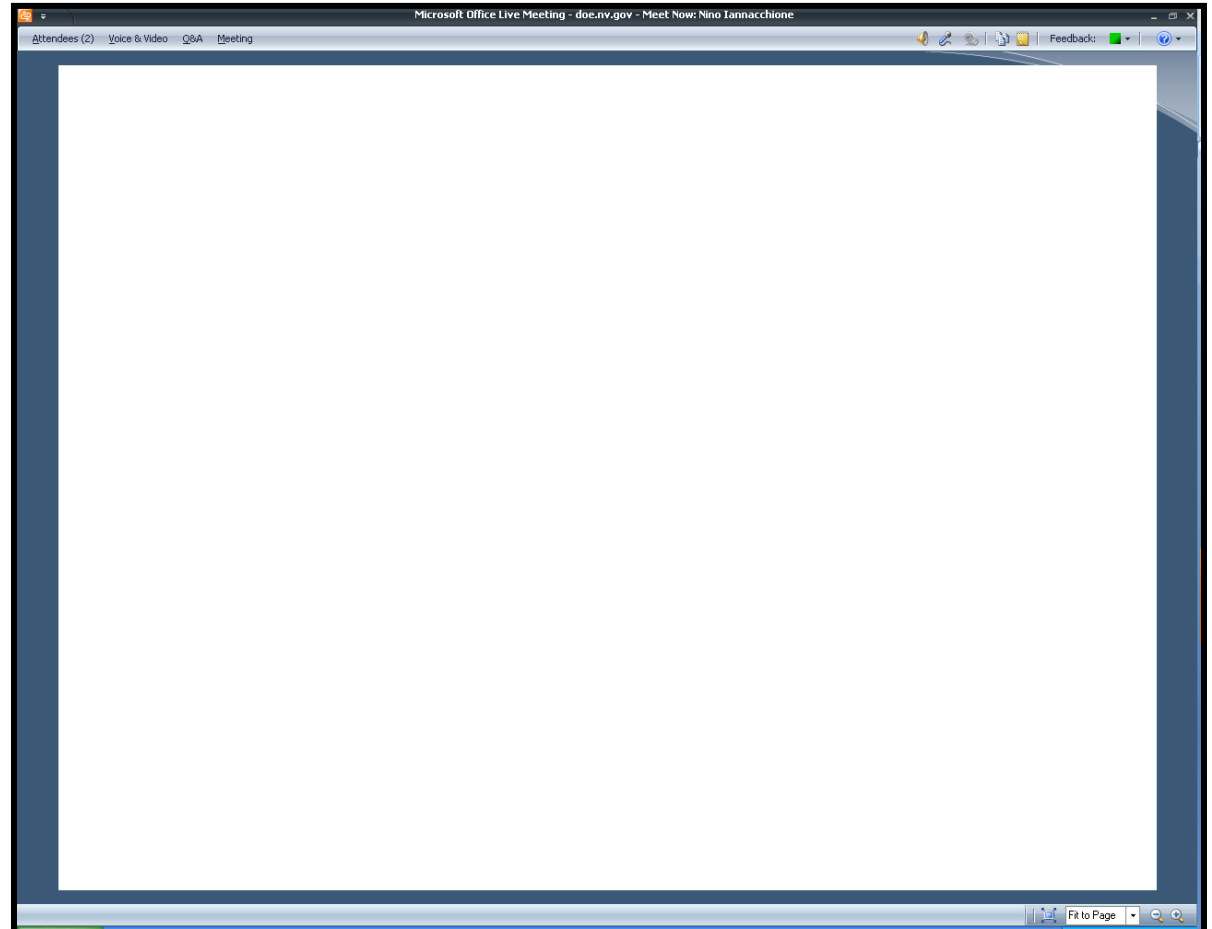




## Whiteboard

The Whiteboard is a feature that allows attendees to share ideas, brainstorm and add annotations.

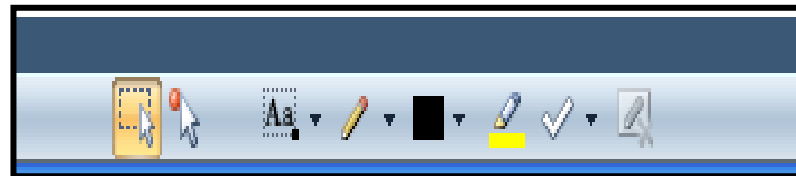
Note: The Presenter must grant permissions to attendees in order for the Attendee to engage and using the annotations.



## Annotation tools

The annotation tools, allow the Attendees to draw freehand, add shapes or text, change the color of text and images, and highlight and arrange information in a logical manner within the whiteboard.

Note: The Attendee has access to interact with the whiteboard, when the annotation tools are visible.



## Poll Page







In the event a Poll Page has been posted by the Presenter, the Attendee may answer the poll by selecting the option button or colored box response from the displayed choices.


Microsoft Office Live Meeting - doe.nv.gov - Meet Now: Nino Iannacchione

Attendees (2) Voice & Video Q&A Meeting Feedback: [Icons]

Poll Question:

# What is the weather like at your house?

- ☐  Snowing
- ☐  Raining
- ☐  Lightning
- ☐  Sunny
- ☐  Hot
- ☐  Drizzly

☐  No Vote

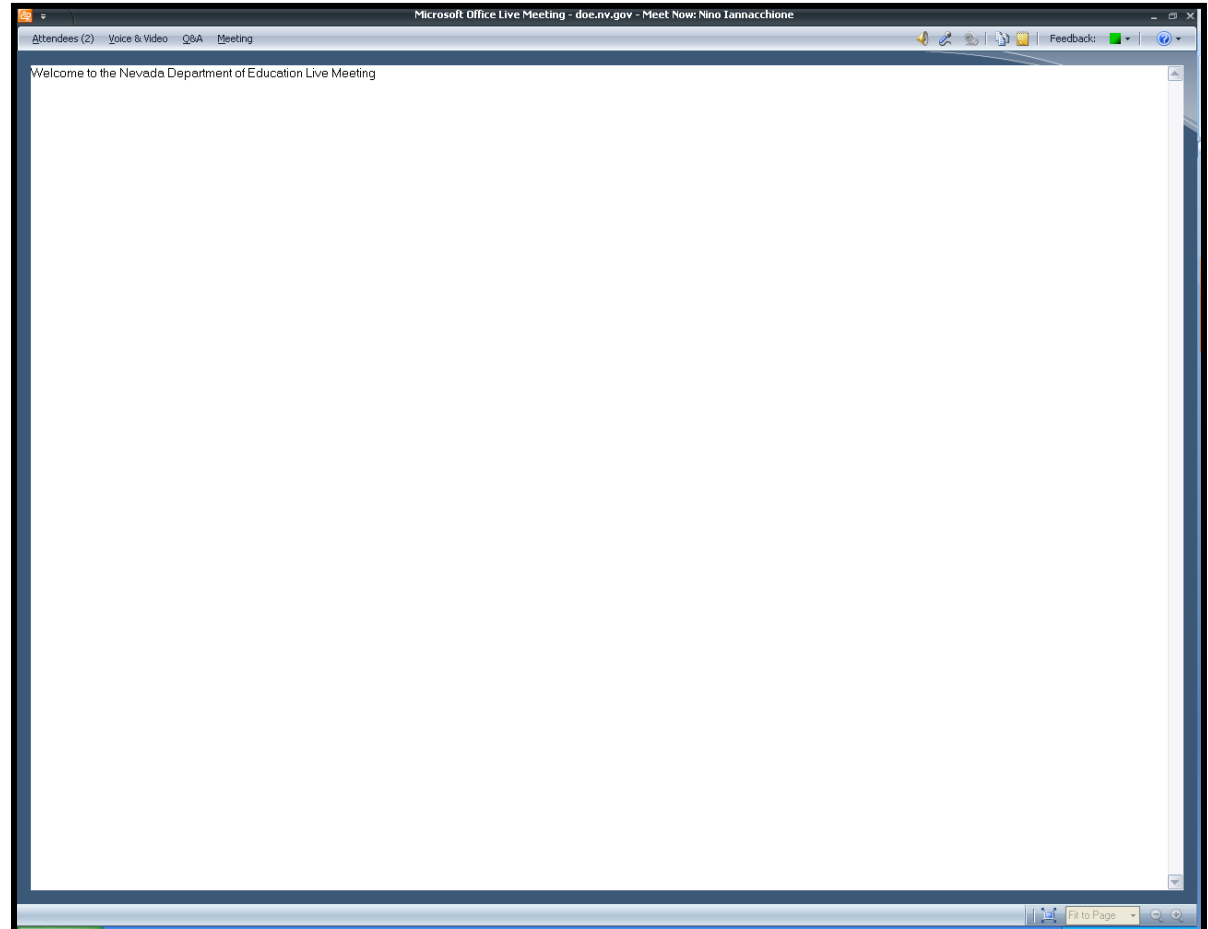
⚙ Polls are open

Fit to Page [Icons]

## Text Page

The Text Page allows attendees to copy text from any source, such as Microsoft Office Word or HTML pages, and paste it into the Text Page.

The collaborative capabilities of a Text Page enable multiple attendees to enter text at the same time.



## Web Page

If the Presenter chooses to share a website, each attendee is provided with an independent connection to the URL of the web page. This allows the Attendee to navigate the site freely, independently and privately.

The screenshot shows a web browser window displaying the Nevada Department of Education website. The browser's address bar shows the URL <http://www.doe.nv.gov/>. The website features a navigation menu at the top with links to NDE HOME, NDE Offices, State Board of Education, Commissions & Councils, Nevada Schools, Plans/Programs, Media, and Forms. A search bar is located on the right side of the header.

The main content area is divided into several sections:

- NDE HOME**: Includes links to Superintendent, Instruction, Research, Eval, Fiscal & Administrative Svcs, Calendars, Distance Education, Employment Opportunities, ePAGE, Education Regulations, No Child Left Behind, Parent/Educational Involvement, Public Records Request (pdf), Resources, School Funding & Stats, Standards, Technology, Title IX, Employee Resources, Staff Directories, Event Calendars, and Sitemap.
- NDE Organization**: Includes links to The Nevada State Board of Education, Nevada State Board for Occupational Education, NDE Organization HOME (NDE), Superintendent, Keith W. Rheault, Board of Education, Councils & Commissions, Departmental Programs (A-Z), NDE Offices, NDE Regulations, and NDE Staff Directory.
- Instructional, Research & Evaluation**: Includes links to Leadership in Implementation of standards, statewide assessment system, program accountability & reporting, Instruction, Research, Evaluation Home, Deputy Superintendent, Gloria Dopf, Assessments, Program Accountability & Curriculum (APAC), Career, Technical & Adult Education (CTE), Special Education (SE), Elementary & Secondary Education (ESE) & School Improvement (SI), GEAR UP, Teacher Education & Licensure, Teacher Loan Forgiveness, and Technology and Innovative Programs.
- Administrative & Fiscal Services**: Includes links to Management of Administrative and Fiscal Services for the Nevada Department of Education, Administrative & Fiscal Services Home, Deputy Superintendent, James Wells, Child Nutrition & School Health, Charter Schools, School Funding & Statistics, Fiscal Services, and NEVADA RECOVERY.
- School Recognition**, **School Districts**, and **School Improvements** are listed at the bottom of the main content area.

On the right side of the website, there is a portrait of Superintendent Keith W. Rheault and a section titled **HOT TOPICS** with links to RTTT Stakeholder Constituent Survey, 2010 Application for Eligibility Part B IDEA, SES Application (pdf), Educational Gift Certificate, and 2009 SIP (pdf). Below this is a section for **2008-2009 AYP Results**.

At the bottom of the website, there are contact information sections for Carson City Main (HAP), Carson City Satellite (HAP), Carson City Satellite (HAP), and Las Vegas (HAP). The footer includes the Nevada Department of Education logo, a copyright notice for 2008, and a link to the Nevada Census 2010 website.

# Lesson 3



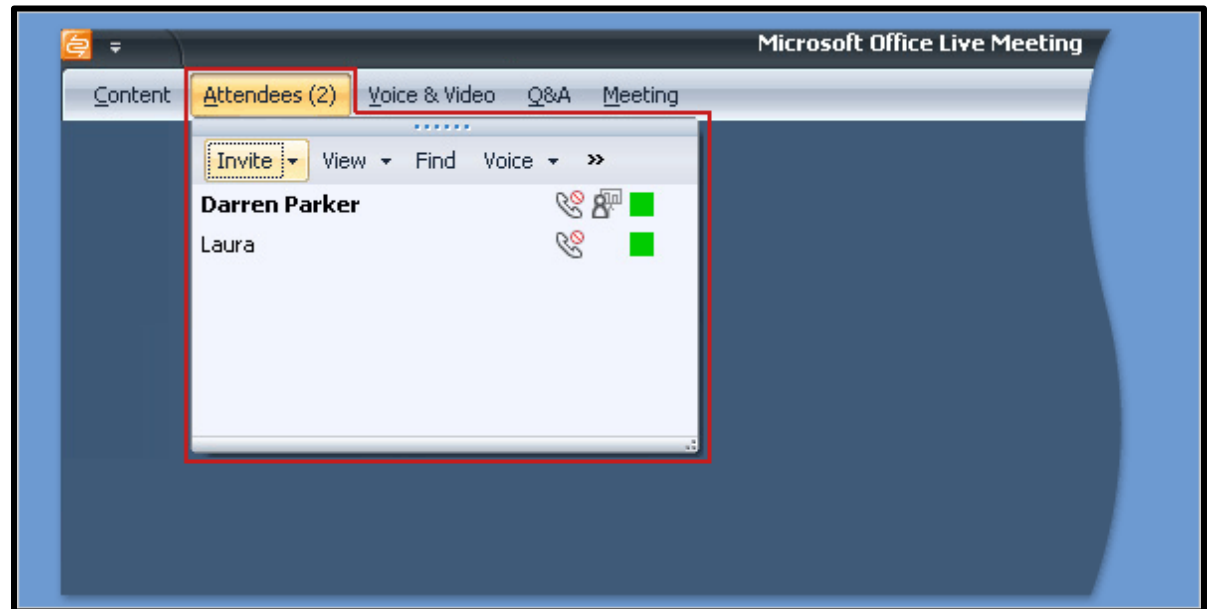
**LIVE INTERACTION**

## LiveMeeting Interaction

The Attendees may interact with the Presenter and other Attendees.

Attendees may chat with other attendees and provide presentation content and notes.

The following information will provide information on how to use the interactive features of LiveMeeting.

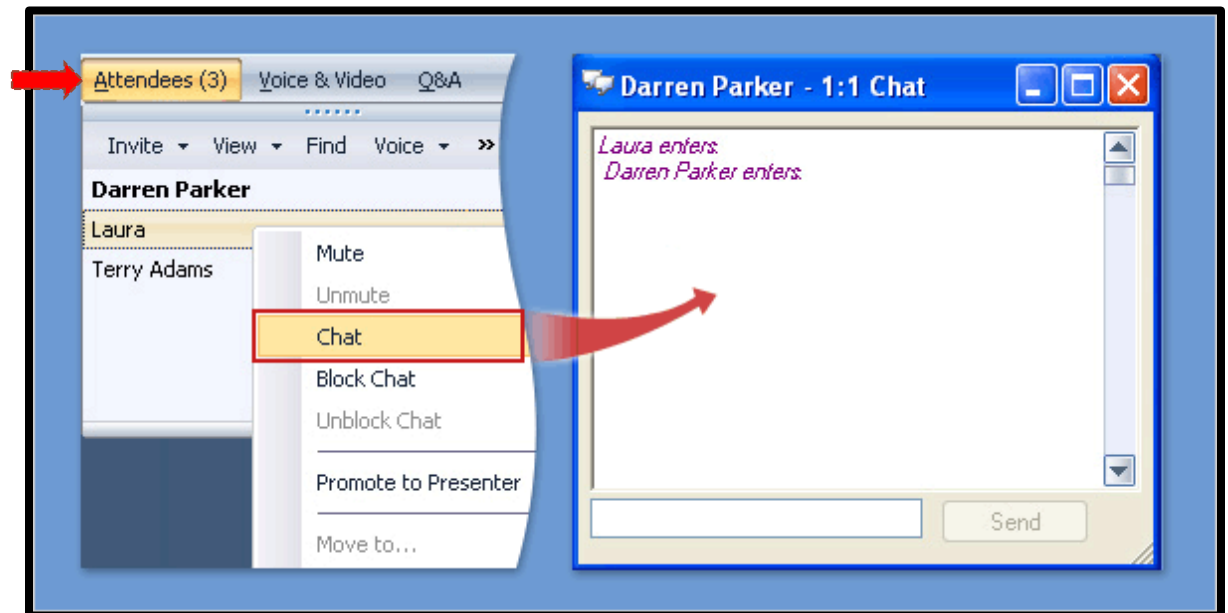


## Chat with Attendees

In the 'Attendees' pane, right-click the attendee with whom you wish to chat with.

Click 'Chat' to open the chat window where messages can be typed.

Click 'Send' when message is complete.



LiveMeeting provides a Chat feature that enables two participants to have a one-on-one chat with each other.

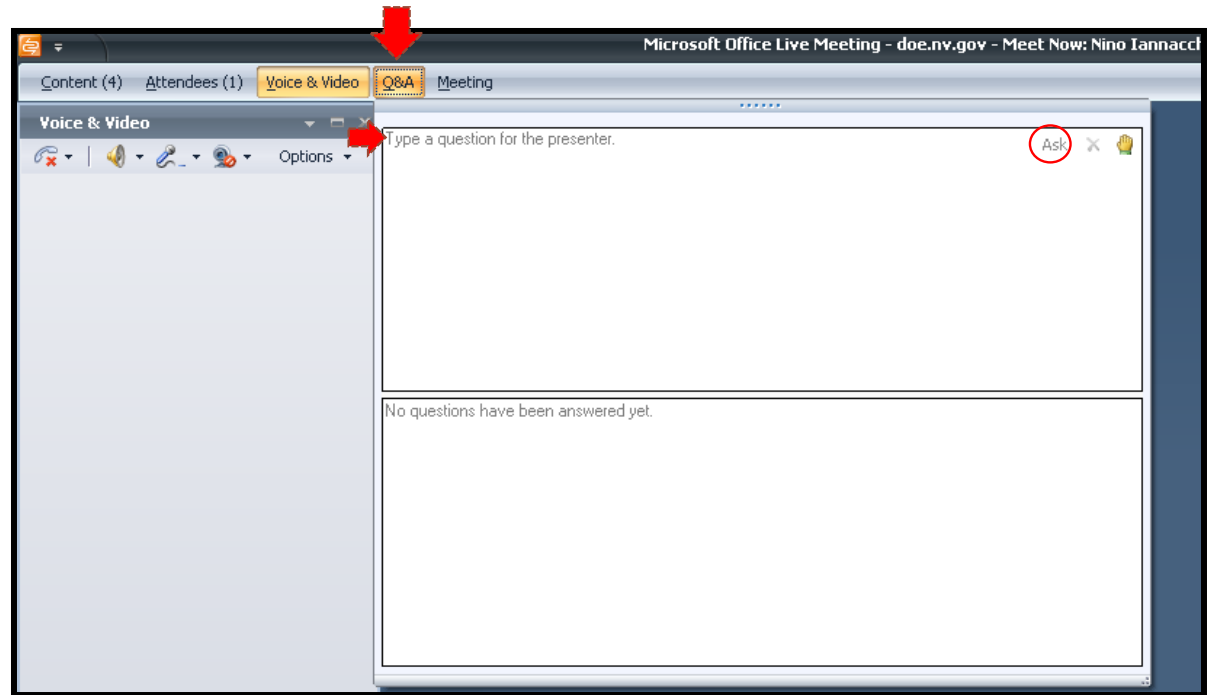


## Q & A

The Q&A feature, allows Attendees to ask questions and receive answers.

Click the 'Q&A' pane link on the menu bar to display the Q&A pane where questions may be entered.

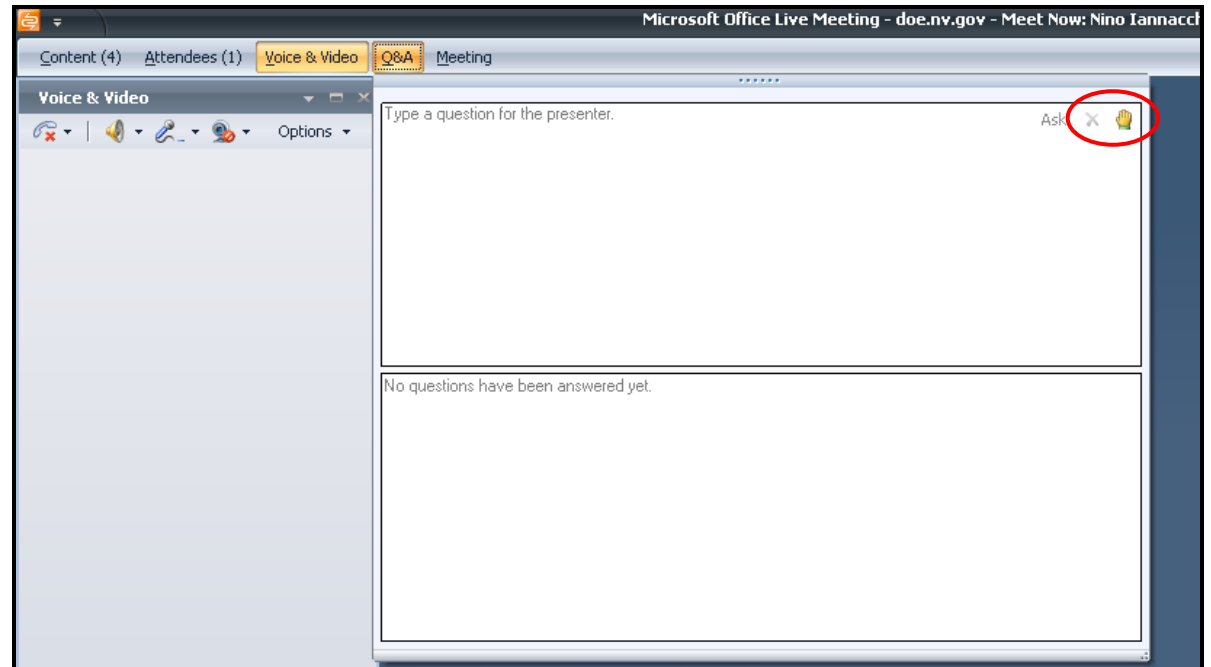
Type in the question and Click 'Ask'.



## Q & A

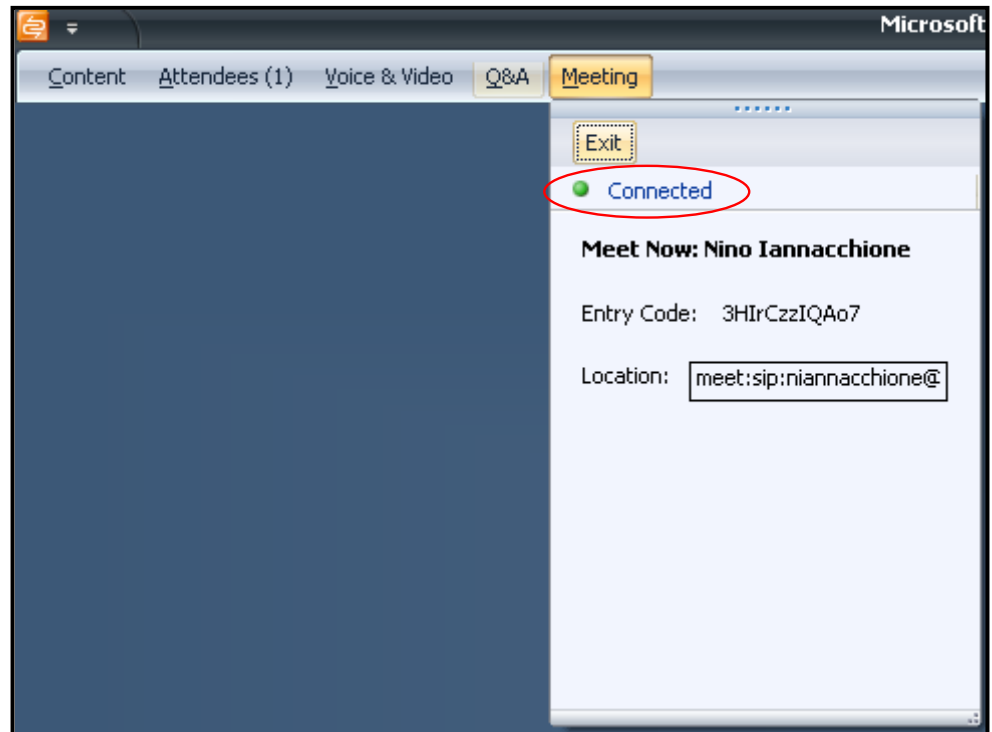
Attendees may indicate a question by using the 'Raise your hand' icon. This feature will let the Presenter know, there is a question.

(Questions can be deleted by clicking the delete icon, displayed to the right of the raise hand feature.)



## Meeting Pane

Click the 'Meeting' pane link to view meeting information and get connection status.



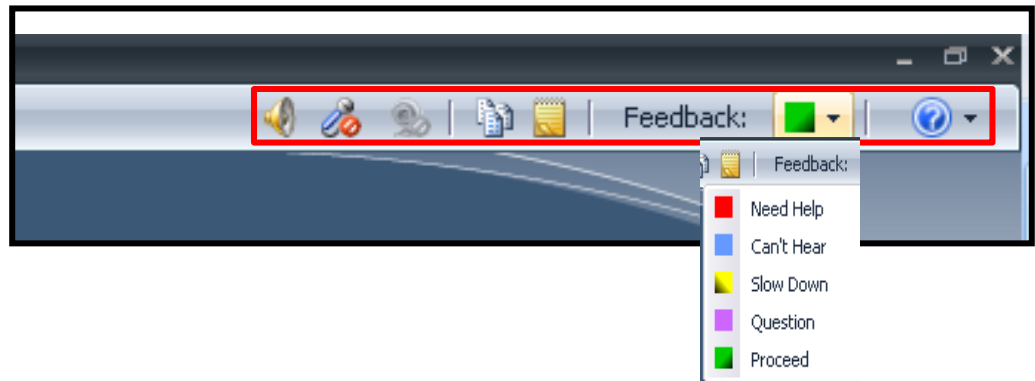
## Meeting Controls

Click the 'Speaker' to mute or un-mute sound.

Click the 'Microphone' to mute or un-mute microphone.

Select 'Feedback' drop down arrow and select a feedback option to notify the Presenter of any issues or questions.

LiveMeeting Help



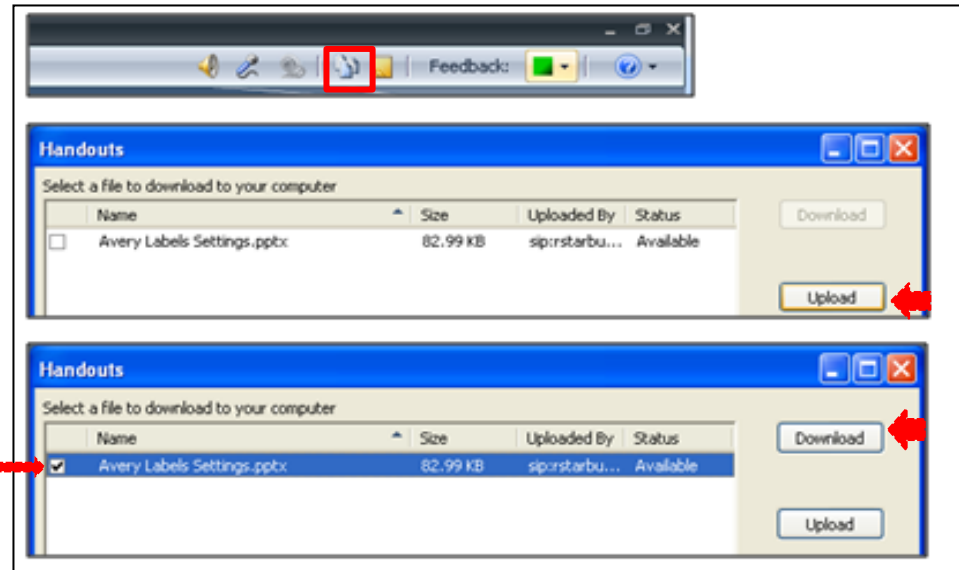
Meeting controls are used to interact with other participants in a meeting. Each participant has the ability to mute or un-mute their microphone or speakers, start or stop their webcam, provide feedback to the presenter, download handouts or take shared meeting notes. LiveMeeting help may be accessed from this menu bar as well.

## Distribute Handouts

Click the 'Handout' icon.

Click the 'Upload' button in the Handouts dialog box, to upload a document to be shared. (Attendee must have permissions to do this.)

Select a document to be downloaded, then click the 'Download' button.



Using the Handouts feature, the Presenter may provide documents to the attendees, to ensure that everyone receives the same input at the same time.

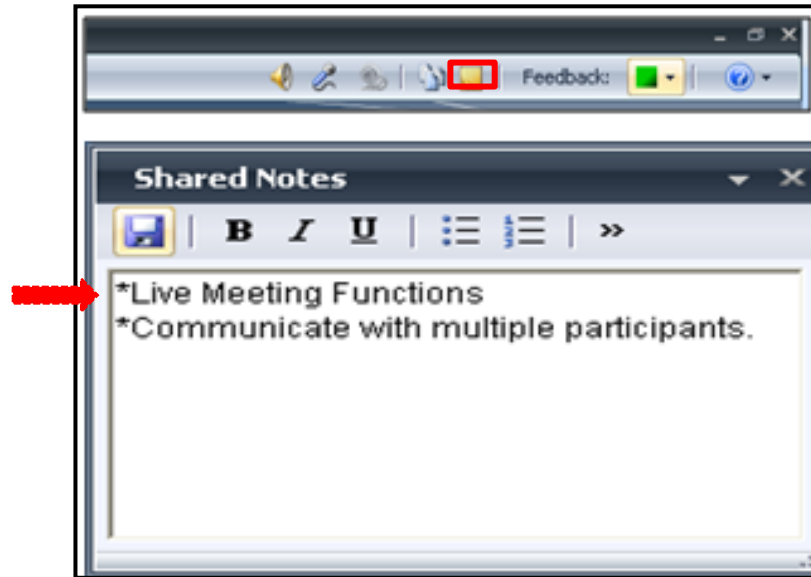
## Share notes

The Shared Notes feature allows multiple attendees to edit the content simultaneously and can be saved on the computer.

Click the 'Shared Note' icon.

Enter notes into the Shared notes window.

To save the notes, Click 'Save' icon, then enter location to save notes.

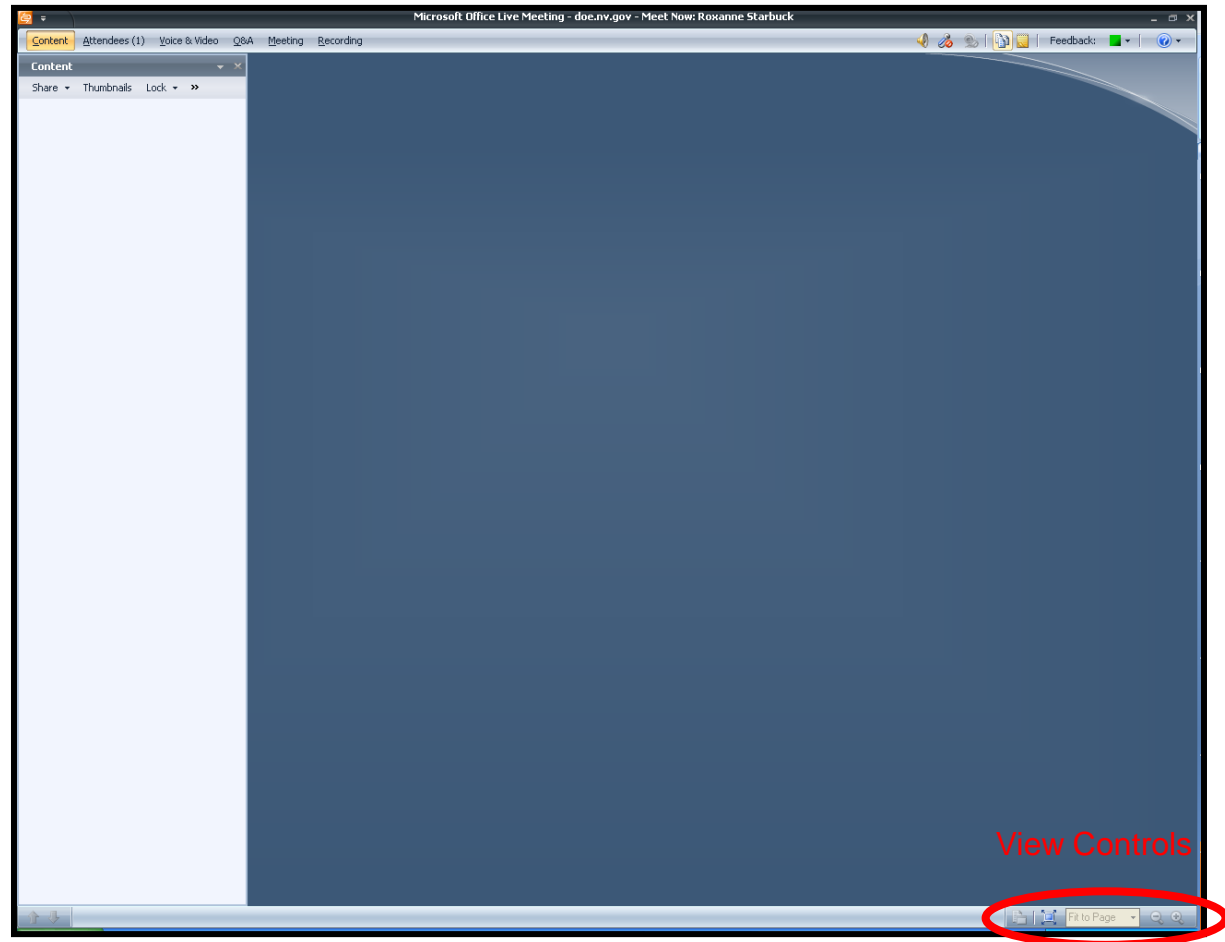


The Shared Notes feature of LiveMeeting permits the attendees to capture common meeting notes.

## Navigation & View Controls

Click the 'Up Arrow' or 'Down Arrow' to navigate through the currently displayed document. (Depending on Attendees permissions, this may or may not be visible.)

Click the 'View Control's to modify the currently viewed displayed content. 'Zoom In or Out' and switch to full screen mode.



# Summary

32

- LiveMeeting provides collaborative tools that allow real time meeting management once LiveMeeting Client has been installed.
- Participants can interact with tools such as the whiteboard, text box, handouts, shared notes and more.
- The Presenter must grant permission in order for Attendees to fully engage and interact with the certain collaborative tools.
- Audio options are available. (Computer audio, telephone conferencing service & webcam)